

Constitution and Bylaws
As Amended September 11, 2002

Article I **NAME**

The name of this organization shall be the Cleveland Federal Executive Board, hereinafter referred to as the Executive Board.

Article II **AUTHORITY AND PURPOSE**

Sec. 1 Federal Executive Boards are established by direction of the President, and are organized and function under the authority of the Director, U. S. Office of Personnel Management. Establishing documents are: Memorandum from the President of the United States to Heads of Departments and Agencies, dated November 10, 1961 and July 6, 1966; Memorandum to the Director, Bureau of the Budget, dated August 13, 1969; and 5 CFR Part 960, and Office of Personnel Management regulations dated August 29, 1984. The Cleveland Federal Executive Board was established in the July 6, 1966 presidential directive.

Sec. 2 Consistent with the range of authority and discretion which Executive Board members hold by delegation from their respective agencies, it shall be the purpose of the Executive Board to initiate improved coordination of governmental activity and communication within Cleveland and the immediate vicinity through cooperative action among field establishments in the areas of Government-wide policy implementation, service to the community, and improving the quality of the Federal government. In addition, it shall be of primary importance for the Executive Board to marshal resources of the entire federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or ensure the continuity of operation of the federal government in any emergency condition.

Sec. 3 In concert with any committees established by the Chairperson, the Executive Board shall have the following Standing Committees: the Strategic Planning Committee and the Security Committee. Both committees are addressed in the Strategic Plan of the Executive Board. Standing Committees may not be dissolved without the approval of the Full Board.

Sec. 4 From time to time and under the guidance of the Director, Office of Personnel Management, and the Executive Board shall direct its cooperative efforts to specific programs concerning Presidential initiatives of general application.

Sec. 5 Activities of Federal employees within the scope of this Constitution and Bylaws are considered to be official business of the United States Government.

Article III MEMBERSHIP

Sec. 1 Membership of the Executive Board shall consist of the heads of field establishments located in the Cleveland area and the immediate vicinity, as designated by the head of each department or agency.

Sec 2 Executive Board members will each designate an alternate who will participate in Executive Board meetings when the member is unable to attend.

Sec. 3 At the request of the Chairperson, Executive Board members will designate officials and employees on their staff to participate in activities undertaken by the Executive Board or work on committees, councils, or task forces under the Executive Board. Such assignments will not constitute membership on the Executive Board; however, such assignments may constitute membership on the committees, councils, or task forces. These assignments will constitute associate membership on the Executive Board.

Article IV OFFICERS

Sec. 1 The officers of the Executive Board shall be a Chairperson, Vice Chairperson, and the members of the Policy Committee. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Executive Board.

Sec. 2 The Policy Committee shall be composed of: Agency representative from those agencies within the Cleveland area and the immediate vicinity having greater than 250 employees and three (3) elective members representing smaller agencies (less than 250 employees), and ex-officio members as follows; the immediate past Executive Board Chairperson (when not a permanent member of the Policy Committee); Defense Contract Management Agency Commander; and the principal General Services Administration representative.

Any department or agency, which might come into being with a population of 250 or more in the Cleveland area and the immediate vicinity, will automatically become a permanent member of the Policy Committee.

Agency personnel count will be taken annually during the update to the agency rosters.

Sec. 3 The term of office for the Chairperson, and Vice Chairperson shall be one year. The term of office for the three elective members of the Policy Committee shall be one year. Each will be concurrent with the Federal fiscal year (October 1 through September 30). Chair and Vice Chair positions may serve a second consecutive term if re-elected.

Sec. 4 A vacancy in the elected officers of the Executive Board shall be filled as follows: a vacancy in the office of Chairperson shall be filled by the Vice Chairperson; a vacancy in the office of Vice Chairperson shall be filled by appointment of an Executive Board member by the Policy Committee. All members so appointed will serve to the end of the fiscal year in which the appointment was made.

Article V DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR

Sec. 1 The Chairperson shall preside at all meetings of the Executive Board, appoint all committees other than the Standing Committees, call such special meetings as may be required, and act as spokesman for the Executive Board on all occasions. The Chairperson shall also function as Chairperson of the Policy Committee.

Sec. 2 The Vice-Chairperson shall preside at meetings in the absence of the Chairperson. The Vice-Chairperson shall also serve as a member of the Policy Committee. In addition, the Vice-Chairperson shall serve as ex-officio member of all committees

Sec. 3 In the event emergency or special meetings must be called and both the Chairperson and the Vice-Chairperson are unavailable to preside, the Chairperson's alternate shall preside.

Sec. 4 The Policy Committee is charged with the formulation and guidance of Executive Board program undertakings and shall seek ways and means to undertake with diligence and serious purpose those activities in the areas of Government-wide policy implementation, service to the community, and improving the quality of the federal government, that will best contribute to the effectiveness and economy of government operations in the Cleveland area. It will also consider specific proposals prior to assignment to committees, review the progress of work and make recommendations to the Executive Board on implementation.

Sec. 5 The Chairperson shall have a permanent staff consisting of an Executive Director and a Secretary to be furnished by the department or agency designated as the support agency by the Office of Management and Budget.

Sec. 6 The Executive Director shall assist in the formulation and planning of Executive Board programs and projects; issue the notices and be responsible for the minutes of all Executive Board meetings; analyze for the Chairperson matters requiring intercommittee coordination or clarification; provide a continuing evaluation of the Executive Board operations and make recommendations to the Chairperson; assist in preparation of reports of Executive Board accomplishments; conduct the routine business of the Executive Board and keep and be accountable for such records, including financial accounts as may be required.

Sec.7. The Executive Board empowers its officers at duly called meetings of the Policy Committee to act for it on minor, emergency, or continuing items of business and to recommend major policies and procedures for approval at a regular or special meeting of the Executive Board.

Article VI ELECTIONS

Sec. 1 Elections shall be held annually at the regular third quarter meeting of the Executive Board. Officers will be installed at the regular fourth quarter meeting of the Executive Board and assume their duties the first day of October. It shall be the duty of the Chairperson to appoint a nominating committee of not less than five (5) members who shall place in nomination one or more names for each elective office. In order to permit full consideration of candidates, a listing of the nominees will be transmitted to members with the notice of the meeting at which the election will be held. After formal presentation of the nominations at the meeting, the Chairperson will provide an opportunity for additional nominations from the floor.

Sec. 2 Election shall be by ballot. In all instances, the candidate receiving the greatest number of votes for an office shall be declared elected to that office. If, however, there is only one candidate for an office, the ballot may be dispensed with by unanimous consent.

Article VII

MEETINGS

- Sec. 1 Regular meetings of the full Executive Board will be held at least four (4) times each year upon notice by the Chairperson. Special meetings of the Executive Board will be on call by the Chairperson.
- Sec. 2 Regular meetings of the Policy Committee will be held at such frequency as to effectively accomplish the duties outlined in Articles II and V of the Bylaws, or on call by the Chairperson.
- Sec. 3 At all meetings of the Executive Board, business shall be conducted by a simple majority of those members or alternates who are present and voting.
- Sec. 4 Voting privileges in meetings of the Executive Board shall be restricted to members or, in their absence, their designated alternates. Associate members are non-voting members.

Article VIII

ANNUAL WORK PLANS AND REPORTS

- Sec. 1 As required by the Office of Personnel Management, the Chairperson, in consultation with the Policy Committee and with the assistance of the Executive Director, shall prepare and submit to the Office of Personnel Management an annual plan of objectives. The plan shall be submitted on or before July 1 for the next fiscal year.
- Sec. 2 The Chairperson, in consultation with the Policy Committee and with the assistance of the Executive Director, shall prepare and submit to the Office of Personnel Management and to the Executive Board an annual report which describes and evaluates accomplishments and progress in relation to the annual work plan referred to in Article VIII, Section 1. The report shall be submitted on or before January 1 each year for the previous fiscal year.

Article IX

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall govern the Executive Board in all cases in which they are applicable.

Article X

EFFECTIVE DATE OF CONSTITUTION AND BYLAWS

This Constitution and Bylaws shall become effective upon adoption by a majority of the members present and voting.

Article XI

AMENDMENTS

Any Executive Board member may propose amendments to the Constitution and Bylaws in writing. Proposed amendments shall first be referred to the Policy Committee and upon a favorable report by that Committee, shall be presented for adoption at any regular meeting of the Executive Board provided that a written notice of the proposed change has been given to the members in advance of the meeting. A concurrence of the majority of the Executive Board members present and voting is required.